



Police Captain

Department: Police

Class Code: 2135

EEO Code: 24

FLSA: E

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in administering, supervising, and coordinating the programs and activities of a police division; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, organizes, and directs the programs and activities of a division of the Police Department including Patrol, Investigations, Services, and Communications; directs unit supervisors, evaluating the progress and performance of their section; supervises the study and development of new procedures and methods; reviews recommendations, directing their implementation as approved; informs subordinates of changes in regulations and policies, implications of new or amended laws, and new techniques of police work; provides technical advice and counsel to subordinate personnel; reviews staffing allocations and requirements and ensures sufficient coverage; analyzes data from reports to identify patterns of crime; supervises and participates in special projects; develops and maintains necessary coordination with other divisions of the department and with other agencies and police departments; serves on policy forming and interagency committees; supervises the general training and development of division personnel; investigates claims of inefficiency and neglect of duty against officers and where necessary recommends disciplinary action; writes and submits police press releases to media; supervises the preparation of division records and reports; prepares and manages division budget; manages vehicle fleet; public speaking, attends civic functions, and makes award presentations; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of principles, practices and methods of modern police management and administration; considerable knowledge of applicable federal, state, and local laws and ordinances; considerable knowledge of the standards by which the quality of police service is evaluated; considerable knowledge of other governmental jurisdictions and authorities as they relate to police work. Comprehensive skill in directing a major police function, in coordinating the activities of that division, and in developing the necessary interfacing with other divisions and agencies; comprehensive skill in developing and maintaining effective working relationships with subordinates, other police and government officials, and the public; comprehensive skill in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in police science and eight years experience in law enforcement including three years experience in varied law enforcement supervisory and management assignments or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
